



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG-CG

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #5 – Equal Employment Opportunity (EEO)

1. I strongly advocate the Department of the Army (DA) policy to ensure equal opportunity in all aspects of employment. Employment policies and practices will be free from unlawful discrimination based on race, color, religion, gender, age, national origin, or disability. This applies to all employment-related actions (e.g., appointments, promotions, reassignments, discipline, training, etc.). I am personally committed to fully realizing this policy goal within the SSI.
2. The SSI must assume a leadership role in assuring equality of opportunity in employment. The Department of the Army has several special emphasis programs including the Federal Women's Program, Hispanic Employment Program, Black Employment, and the Handicapped Individual's Program. These programs serve as a means of ensuring EEO in hiring, advancement, training and treatment of minorities, women, and disabled individuals. More information is available on the DA EEO website under Outreach and Special Emphasis Programs at <http://eeoa.army.pentagon.mil>.
3. I expect all supervisors to demonstrate their support for EEO as part of their overall performance. Non-supervisory personnel must accept personal responsibility for assuring that their personal conduct in the workplace is free of prohibited discrimination.
4. Civilian employees who believe they are a victim of discrimination related to EEO should speak with their supervisory chain, and can speak with the SSI EO Advisor or Post EEO Office for further guidance.
5. As we build a truly diverse work force, we must appreciate and fully use the strength of that diversity. I expect full cooperation in support of affirmative employment programs and everyone's personal commitment to incorporate the spirit and intent of EEO into every aspect of personnel management initiatives.

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6. The proponent for periodic review of this policy is the SSI Equal Opportunity Advisor.

7. READINESS STARTS HERE!

A handwritten signature in black ink, appearing to read "Gina S. Farrissee". The signature is fluid and cursive, with a large initial "G".

GINA S. FARRISEE

Brigadier General, USA

Commanding